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19 December 1950

TO : All Assistant Directors  
All Assistants to the Deputy for Administration  
All Chiefs, Administration Offices

SUBJECT: Fire and Evacuation

1. The CIA Disaster Plan dated 1 February 1948 is not sufficiently concise to meet present organizational needs of the Agency and is hereby canceled and replaced by this instruction.

2. Addressees are responsible for the orderly evacuation of building spaces occupied by their respective organizations and the securing of exposed classified material in case of fire, natural disaster, or other emergency. Each addressee will appoint an Evacuation Officer and an alternate who will prepare a plan to be approved by the Security Office and which will accomplish the evacuation of buildings and the securing of classified material. The plan must be based upon the principle that senior supervisors present at the time of the emergency are responsible for the implementation of the Evacuation Plan in building areas assigned to them. To assist them, the Plan may designate assistant and subordinate Evacuation Officers; however, the ultimate responsibility remains that of the senior official present in any particular area. Addressees are responsible for the maintenance of Evacuation Plans on a current basis. The names of Evacuation Officers and alternates will be reported to the Security Officer, CIA. The names of assistants and other subordinate evacuation officials will not be reported.

3. The Security Officer, CIA, is responsible for organizing a CIA Security Patrol for the protection of Washington Staff personnel, buildings, and classified material in the event of fire or other emergency. The senior CIA Security Patrol Officer present will act as Agency Fire Marshal and exercise suitable controls and security measures.

4. The Chief, Medical Staff, is responsible for organizing and directing an Emergency Medical Unit to be present at fires, natural disasters, or other emergencies affecting the safety and physical well-being of personnel of Washington Headquarters.

5. The Security Officer, CIA, will furnish counsel and advice in the preparation of Evacuation Plans. These Plans are to be coordinated with the Security Officer, CIA. Any Plans now in being will be reviewed and brought up to date as necessary.

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6. The Evacuation Plan will include all areas occupied by personnel within the respective organizational jurisdiction regardless of the number of buildings or installations in which the organization may be dispersed locally. In those buildings occupied by more than one organization, that organization having principal occupancy from the standpoint of space will be responsible for the coordination of the orderly evacuation of all units within the building. If principal occupancy is in doubt and the matter cannot be agreed upon, it will be referred by the interested organizations to the Security Officer, CIA, for decision.

7. The Evacuation Plan should include for each organization the appointment of necessary Assistant Evacuation Officers and other subordinate evacuation officials. The size of a particular organization and the dispersal of its subordinate components are factors to consider in determining the number of assistants to be appointed. Each Evacuation Officer appointed under this order will be furnished with a copy of the enclosure for his assistance and guidance in preparing an Evacuation Plan.

8. Any changes in or new appointments of Evacuation Officers and alternates will be reported promptly in writing to the Security Officer, CIA, by the appointing officials.

9. Periodic and unannounced evacuation drills will be held in order to develop and test the effectiveness of the Building Evacuation Organizations.

Enclosure: Instructions for Evacuation Officers

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